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UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON

PUBLICATIONS
PRESS SERVICE
RADIO SERVICE

September 27, 1933.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES.

The restrictions on the free distribution of publications which were put into effect about a year and a half ago have resulted in many complaints being received from specialists in the States. Now that the Federal Government is engaged in so many emergency activities which require the close cooperation of State officials, complaints about our lack of cooperation are becoming more numerous. In fact, officials of the Department are required to spend so much time writing letters about these matters that we are failing to effect any real economies.

Mainly to save time, but also in fairness to our cooperators, I am willing to approve the sending of announcement slips to the interested personnel in the agricultural colleges, experiment stations, extension services, and State and county governments engaged in any phase of agricultural work; the announcement slips may state that publications soon to be issued will be sent free to those promptly returning the slips as long as the limited supply lasts. Official cooperators may also be provided with free copies.

Before using any mailing lists for this purpose, however, they should be carefully scrutinized to make sure they are restricted to the officials indicated, and, furthermore, discriminating judgment should be exercised in selecting the lists to be used. You may put this new policy into effect at once and make it apply to technical as well as popular publications.

Probably the present policy of supplying each emanating bureau and station with 250 copies of separates of Journal articles will take care of the ordinary needs of the officials requiring them for their work. In the case of certain articles it may be necessary to increase the number of separates available for free distribution, and this may be arranged for at the time the manuscript goes to press.

It will not be possible to modify existing restrictions on publications for general distribution.

Sincerely yours,

M. S. Eisenhower,
Director.